**Your responsibilities when handling data extracts approved by MBIS**

1. I confirm that I understand the nature of the data to which I will have access and the responsibilities that access to these data places on me. I understand that unauthorised disclosure of identifiable or potentially identifiable data will result in personal liability, and may be in breach of the Data Protection Act 1998 (and from 25th May 2017, the subsequent or amended data protection legislation in line with the EU General Data Protection Regulations) and the Statistics and Registration Service Act 2007. Any breach is a criminal offence with a maximum penalty of 2 years imprisonment. I undertake to act within the PHE Information Governance Policy, Information Risk Management Policy, Information Security Policy, and Records Management Policy.
2. I confirm that I am completing on an annual basis the information governance training set out in the PHE Mandatory Training Policy and any other related training deemed appropriate by my manager.
3. I confirm that I need the ‘level of access’ to the datasets identified in the data access agreement in order to deliver the work described. I confirm that I/an appropriate person have completed the data release application for the MBIS datasets being accessed and I will not deviate from this.
4. I confirm all instances of the data will be securely destroyed upon expiration of the data release application as follows:
   1. destroy paper records containing protected personal data by incineration, pulping or shredding so that reconstruction is unlikely; and
   2. dispose of electronic media that have been used for protected personal data through secure destruction, overwriting, erasure or degaussing
5. I agree to destroy all copies of the original data, including temporary copies, CDs, printed copies, personal copies, back-ups and all other electronic copies.
6. Any data extract taken from the MBIS system will be held securely with access only given to individuals authorised to view the data. The data will not be shared with anyone other than stated on the data release application.
7. If I request an extract of data from MBIS systems then this will be provided to me in a 7-zip encrypted form. I agree not to store data originating from MBIS on laptops or any other portable devices.

**Your responsibilities when accessing MBIS**

1. I confirm that I will only access MBIS using a PHE-approved computer device from a PHE office. I confirm that I will not access MBIS or process data from MBIS from any non-PHE office or other location.
2. I confirm I will keep my login and password details secure and will not disclose them to anyone else for any purpose. I will notify the MBIS administrator if I believe the security of my access to MBIS or the security of any data derived from MBIS may have been compromised.
3. A Yubikey has been provided for my individual use to access MBIS. I agree that I am responsible for keeping my Yubikey secure and I agree not to share it with anyone else, including other MBIS system users.
4. In the case of my Yubikey being lost or damaged, I agree to notify the MBIS administrator immediately and that I will be responsible for its replacement.
5. I agree that I will store my login details and YubiKey in separate locations. I MUST notify the MBIS administrator if I believe security may have been compromised.
6. If I no longer require access to MBIS then my Yubikey must promptly and securely returned to the MBIS administrator at my expense. I must request that the MBIS administrator deactivates the Yubikey before I part company with it.
7. I agree that I will not attempt to tamper with or change the Yubikey configuration in any way.
8. I agree that I will not configure any automated system to connect to MBIS in such a manner as to risk causing excessive load either on the server or PHE network.
9. I agree that I will always use the Logout button to exit the MBIS application.
10. I recognise that breach of any of the above will result in the termination of my access to MBIS and revocation of data access rights conferred through use of MBIS.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand the above terms and conditions and consent to adhere to the rules outlined therein.

Signature Date

Senior MBIS user signature Date